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PUBLIC AFFAIRS SPECIALIST

(Environmental Education Outreach Coordinator)
PD# ????
GS-1035-13

Introduction – Incumbent serves as a public affairs specialist in Region 7's Office of Public Affairs. The incumbent is responsible for managing the region's environmental education outreach across programs and divisions, including coordinating and negotiating with senior managers in the use of their division's resources and personnel to achieve overall consistent messaging on behalf of the Agency. Incumbent is also responsible for the environmental education grants program in the region. Incumbent combines external messaging outreach with evaluation and distributing of environmental education grants in a comprehensive approach that helps both approaches build on each other. EPA's environmental education emphasis is designed to increases the public's awareness and knowledge about environmental issues or problems, including ones in specific communities in which environmental issues are seriously complicated and controversial. In increasing public awareness, environmental education provides the public with the necessary skills to make informed decisions and take responsible action.

Major Duties and Responsibilities-

Manages Region 7's Environmental Education (EE) program with responsibility for carrying out all provisions of the 1990 National Environmental Education Act.

Provides consultation on EE matters to the Region and to EPA Headquarter and directs the Regional EE workgroup consisting of Division/Office representatives.

Manages an annual budget of \$200,000 plus. Makes final recommendations to OPA Director and the Regional Administrator on funding decisions.

Represents EPA nationally, regionally, and locally at EE conferences. Serves as single point of contact for all EE inquiries from teachers, students, other governmental agencies, academic institutions, and nonprofit organizations.

Represents EPA on the Kansas Coalition for Children in Nature (KCCN) statewide steering committee to implement the Kansans for Children and Nature Plan to promote outdoor learning experiences and environmental education for Kansas young people. KCCN is a state Cabinet-level position that includes representatives from 10 other education-related departments. Incumbent works on local working groups to establish local EE projects under the Kansans for Children and Nature initiative.

Manages Region 7's EE grants program. Announces availability of funds throughout Region 7. Implements a grant evaluation process. Serves as the single point of contact for all questions from applicants and assists in presenting EPA grant writing workshops. Writes news releases to

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publicize awardees, answers press inquiries and organizes events to honor awardees and further promote environmental education.

Serves as project officer on EE grants awarded in the Region. Monitors grantee's progress on work plan. Tracks fiscal responsibility, makes decision on amendments, reviews final technical reports, remediates problems where necessary, and closes out projects when appropriate.

Stays informed of all EE initiatives in Region 7 States and gives presentations at State EE conferences. Coordinates and collaborates with key State EE coordinators on a regular basis.

Serves as sponsor and coordinator of Region 7's State Environmental Education Organizations and Associations conference which enables all Midwest environmental educators to meet and exchange ideas.

Plans and implements environmental teachers' workshops in Region 7. Evaluates teacher education workshops which are held throughout the year. Works with urban educators (i.e., organized EE conference for public school teachers.)

Reviews environmental education curricula. Develops exhibits/booklets on the Region's EE program.

Factor 1 - Knowledge Required

Lvl 1-7 1250 Points

Mastery of the principles, methods, practices and techniques of communication that enables the public affairs specialist to function as the technical authority within the Region with responsibility for the development and execution of plans for dissemination of written and oral information to encourage groups and individual within the Region with responsibility for the development and execution of plans for dissemination of written and oral information to encourage groups and individuals within the Region to adopt program results developed from public input. This includes:

Skill in developing written materials designed to encourage affected publics to adopt positions on a variety of issues when such policies have been determined as a result of a broad involvement of interested or concerned individuals or groups in the decision making process;

Skill in making oral presentations or training others to conduct meetings designed to obtain public input on program issues and develop a consensus position from among divergent viewpoints;

Skill in establishing and maintaining working relationships with a variety of publics some of whom have opposing points of view from the organization and where the specialist must defend the developed policy or point of view in the face of heavy criticism in unstructured settings;

Skill in analyzing and developing recommendations, or training others to do so, from a wide array of conflicting and divergent input from many public and arriving as a position acceptable to most of the participant.

Factor 2 - Supervisory Controls

Lvl 2-5 650 Points

The Public Affairs Director provides administrative direction in terms of board policy statements and general objectives to be achieved through the regional public affairs program. The public affairs specialist is responsible for developing and preparing plans and programs for carrying out responsibilities on a regional level, determining methods to be used, approaches to be taken, resolving conflicts that arise and coordinating work with program officials and external groups.

Results of work, in terms of decisions made and recommendations developed, are accepted as technically sound and authoritative. A general review of the work is made in terms of attainment of program objectives.

Fact 3 - Guidelines

Lvl 3-4 450 Points

Guidelines, in the form of administrative policies issued by the office director, and precedent situations or issues, are available but of limited value in specific situations because of definition in general terms.

The Public Affairs Specialist uses seasoned judgment in modifying standard communication methods in developing approaches or strategies that more appropriately match the requirements of unique situations encountered.

Factor 4 - Complexity

Lvi 4-5 325 Points

Assignments include planning, implementing and evaluating the regional environmental education program involving development of written information materials to encourage adoption of organization programs; making oral presentations to encourage organizations (national, State, and local) to convey support of policies to their members; and developing recommendations from an analysis of public input on a wide variety of program and policy issues.

Decisions regarding what needs to be done include determining the type of approach to use in gaining understanding from various publics of programs, development of modified methods in achieving communication goals and evaluating public input while considering the conflicting and divergent views on many programs and policies held by the various publics.

The work requires developing new methods to obtain a broad range of public input from among opposing viewpoints and synthesizing the data to develop consensus program recommendations.

Factor 5 - Scope and Effect

Lvl 5-5 325 Points

The purpose of the position is to provide direction and expert technical advice in communicating the Agency's Environmental Education Program within the Region that will assure that natural resources are properly utilized and preserved.

The work results in assuring that those individuals and groups impacted by programs have the opportunity to provide input on the policies developed. The efforts of the work affect the recreational, social, and economic aspects of the lives of a large number of people.

Factor 6 - Personal Contacts

Lyl 6-3 60 Points

Personal contacts are with members of the news media, teachers, students, representatives of other governmental agencies, State agencies, academic institutions, nonprofit organizations, and program officials within Headquarters regional structures. Contacts occur on a non routine basis and involve meaningful exchanges of views and information.

Factor 7 - Purpose of Contacts

Lvl 7-C 120 Points

Purpose of contacts is to obtain cooperation in disseminating information concerning the Agency's programs. Contacts with national, State and local organizations are to obtain their input on issues; encourage these groups to communicate such issues to their members to develop widespread understanding of the work of the Agency and clarify new or reviewed programs.

Factor 8 - Physical Demands

Lvl 8-1 5 Points

Although some travel is involved, most of the work is sedentary.

Factor 9 - Work Environment

Lvl 9-1 5 Points

Most of the work is performed in an office setting.

Total Points 3190 = GS-13 (3155-3600)

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the

Name DEPTSOMOGALIZOR	Percei	must also be described in the body (major duties area) intage of Time Sparit on Extramural Resources
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		This position has no extramural resources management responsibilities.
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Title Public Affairs Specialist		occupy less than 25% of time.
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t 1. Contracts Management Duties		
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Plans Procurements		Monitors management and performance of delivery orders/water performance
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Plans Procurements Estimates Costs Obtains funding commitments Prepares procurement requests		Defines scope of work for work assignments Approves payment requests of ACH drawdowns Manages cost-reliminations
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Part 2. Grants/Cooperative Agreements Duties	-1:	problema/lacues		
Wash alamilarians		Participates in decisions/actions to ensure		
Pre-application/Application:		successful project completion and in decisions to		
Prepares solicitation for proposals		impose sanctions		
Identifies potential grantees for area of program	┉┝╼┉	Approves payments requests or ACH drawdowns		
emphasis	_ X_	Reviews requests for modifications, additional		
Makes initial determinations (whether project is				
procurement or assistance, whether agency has		funding, etc., and makes recommendations to		
legal authority, whether applicant is eligible.		Granta Management Office		
whether funding is available, etc.)		Negotiates amendments		
	. [.	Reviews Cost/Price/Analysis for recipient		
Provides administrative interference of applicants		contracts/change orders (Superfund only)		
Determines appropriateness of applicant's	T X	When necessary, recommends termination of the		
workplan/activities/budget and compliance with	خيبا ب	agreement		
regulations and guidelines and negotiates changes	יא'ד'י	Resolves with Grants Management Office		
with applicant	-+-	administrative and financial issues		
Assists applicant in resolving issues in application	┵┵	Conducts periodic reviews to ensure compliance		
For conceptive acreement, determines substantal	X			
Federal involvement and develops a condition for		with agreement		
porpernant	41—	Other (list)		
Negotietes is tel of funding				
X Conducts site visits to evaluate program capability	Clo	se-out:		
	X	Certifies deliverables were satisfactory and timely		
	X	Provides assistance to recipiants and Grants		
X Informs applicants or runding datasions	11	Management Office to ensure timely close out		
Other (list)	" TX	Reconciles payment with work performed		
	1 X			
ward:	1 X	Obtains legal assistance if necessary to resolve		
X Prepares funding package, including Decision	++	incomplete close-out		
Memorandum	1 x			
X Obtains concurrences/approvals	- 	recipient compiles with audit recommendations		
X Reviews/concurs in completed document	┵╄╼╼	Other (list)		
X Establishes project file	- 	Outer (east)		
Other (list)		Percentage of Time Spent on Grants/Cooperative		
		Agreements Management		
roject Management/Administration:		Affications serioNettour		
V Applications recipients activities told progress				
X Reviews reports and deliverables and notifies		50 %		
hadriant of comments	!	in a particular and a second an		
X Provides technical assistance to recipients				
X 10:03:				
art 3, Interacency Agreements Duties	$\Box \Box$			
BIL O. BIMILTON				
ro-Agreement:		Monitors cost management and overall technical		
Plans and negotiates work effort		performance		
Estimates Costs	\neg	Participates in decisions about project		
Obtains funding commitments	1,1	modification/termination		
County Intelligence profes	_ -	Conducts periodic review of Superfund State		
Precares commitment notice		Contracts payments receipts (Superfund only)		
Writes or reviews scope of work		Inspects and accepts deliverables		
Responds to pre-agreement inquiries	-++	Other (list)		
Participates in pre-agreement conferences	╌╅╊╸			
Coordinates with appropriate staff in developing	→	lose-out:		
Independent Government Cost Estimates (IGEs)				
Negotiates and ensures execution of Superfund	-}-	Reviews final report		
State Contracts (Superfund only)		Decides on disburyement of equipment		
Performs technical evaluation of work plan and	!	Reconciles payments with work performed		
budget		Reviews Superfund State Contracts to ensure full		
Prepares funding package and obtains necessary		reimbursement (Superfund only)		
LIGHTICS INTO THE PROPERTY OF		Certifies deliverables		
		Resolves close-out issues with Grants Management		
concurrences				
		Chica/other agency		
concurrences		Office/other agency		
Other (list)	-	Other (list)		
Concumences Other (list) Project Management/Administration:		Other (list)		
concurrences				

ADDENDUM TO ALL POSITION DESCRIPTIONS IN REGION 7

POSITION NUMBER:
TRAVEL: # days per month
MEDICAL MONITORING PROCESSAS
1° 1 1 100 position to INO1 in the medical manife i
Regional Safety & Health Officer Concurrence:
[] Compliance with EPA Order 3500.1, Inspector Training Program is required.
PINANCIAL DIDGE COLOR
FINANCIAL DISCLOSURE FORM
[X] OGE-450 Required [] OGE-278 Required
[] No financial disclosure forms required
e y and interest discretioning required
DRUG TESTING PROGRAM
This position IS in the days the days
t A) I this position is NOT in the description.
Drug Testing Program Coordinator Concurrence:
BARGAINING UNIT DESIGNATION
[X] Position is included in the [] NTEU (0029) [X] AFGE (0011)
[] Position is excluded from the BU (8888).
EXTRAMURAL RESOURCES MANAGEMENT DUTIES [] This position has NO extramural resources management responsibilities. [] Total extramural resources management duties occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of the Extramural Resources Management Duties Occupy 25% to 50% of time. These duties are indicated in a PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description. [] Total Extramural Resources Management duties occupy more than 50% of time. These duties are indicated in the PD amendment added to the position description in the form of the Extramural Resources Management Duties Checklist and described in the position description. PROPERTY MANAGEMENT, PROPERTY ACCOUNTABILITY AND PROPERTY UTILIZATION OF EPA'S REAL AND PERSONAL PROPERTY [X] This position has NO property management, property accountability and property utilization of real and/or personal property responsibilities. [] This Position is a [] Property Management Officer (PMO); [] Property Accountability occupy less than 25% of the time and a Position Description (PD) amendment is added to the position description in the form of a Property Management, Property Accountability and Property [] More than 25% is described in the position description.
Supervisor Signature (Attached to Original Position Description Date)
(Attached to Original Position Description Form dated 8/09) PD Addendum Form dated 8/1/11)